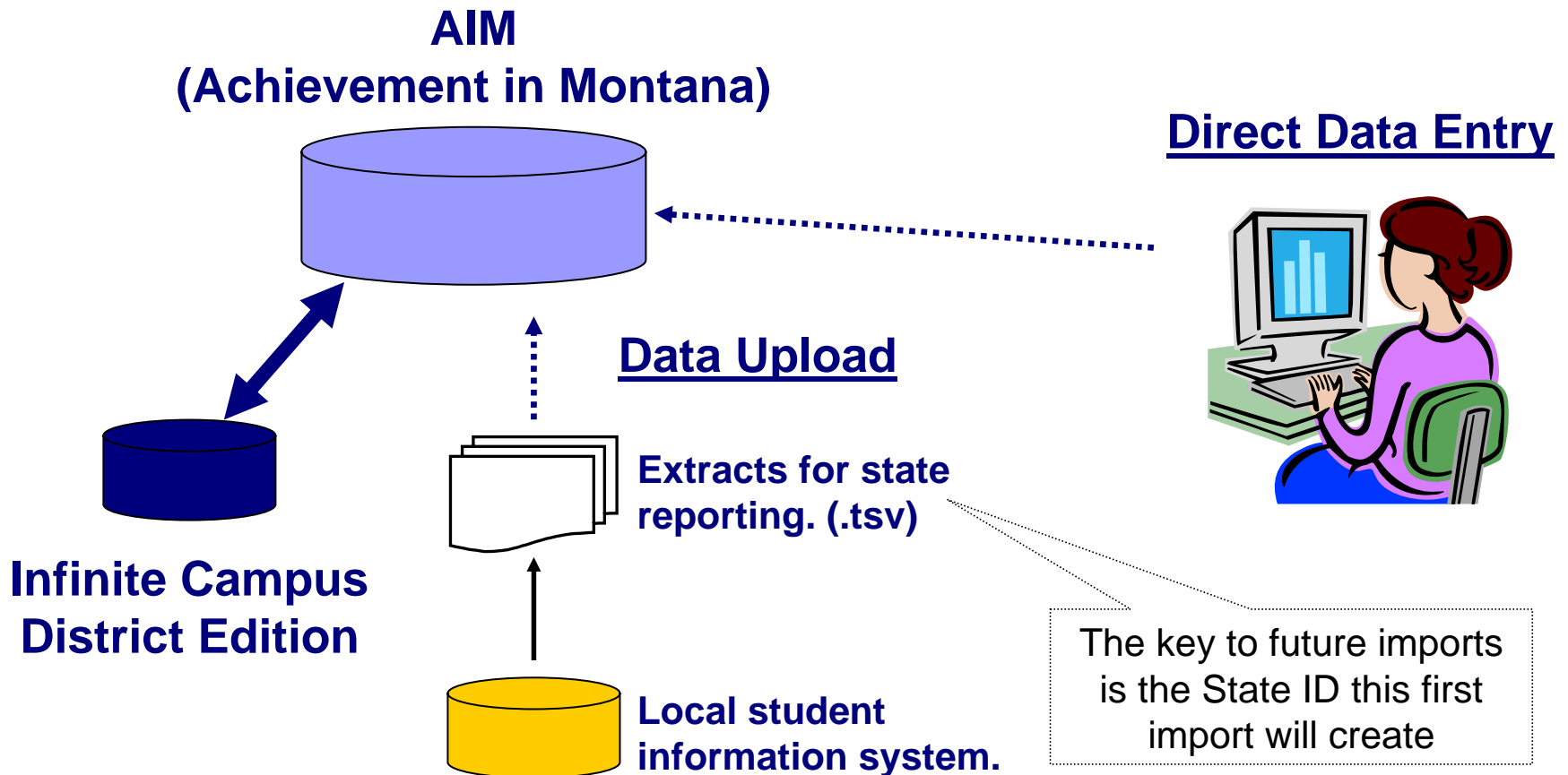


# Montana Unique Student Identifier Upload and Entry

# Agenda

1. Overview and purpose
2. Import Data with a .tsv File
  1. Creating your district's import file
  2. Connecting to Infinite Campus
  3. Testing and verifying data
  4. Data cleanup
  5. Uploading student file
  6. Exporting State ID's
3. Direct Data Entry
4. Q&A

# Overview of State Reporting Process



# Essential File Info

- See document “Montana State-level Student Information System” for complete specification.

- File name

*Format: [legal entity #]\_date.tsv*

*Example: 43\_09012006.tsv*

- First line of file (header)

- ☐ Type of record– always “HD”
- ☐ Date (MM/DD/YYYY)
- ☐ Time (HH:MM:SS) Military Time
- ☐ Version– always “MT1.0”

# Student Demographic Data (1 line per student)

Joe Alan Smith II and Julie Mary Solis are students in legal entity #43.

Red fields indicate required field.

Record Type	LE#	StateID	Local ID*	Last Name	First Name	Middle	Suffix	Gender	Birth Date	Fill 1	Race/ Ethnicity	Fill 2	Fill 3	Fill 4
SD	43		54321	Smith	Joe	Alan	II	M	03/01/1997		05			
SD	43		54322	Solis	Julie	Mary		F	02/02/1993		03			



These will be the same in all lines of your .tsv file



\* Local ID required if importing data from another student information system



1 blank tab between Birth Date and Race



Be sure to include 3 tabs at the end of the line

# Suffix and Race/Ethnicity Codes

- Jr
- Sr
- I
- II
- III
- IV
- V

*Note no periods or other punctuation.*

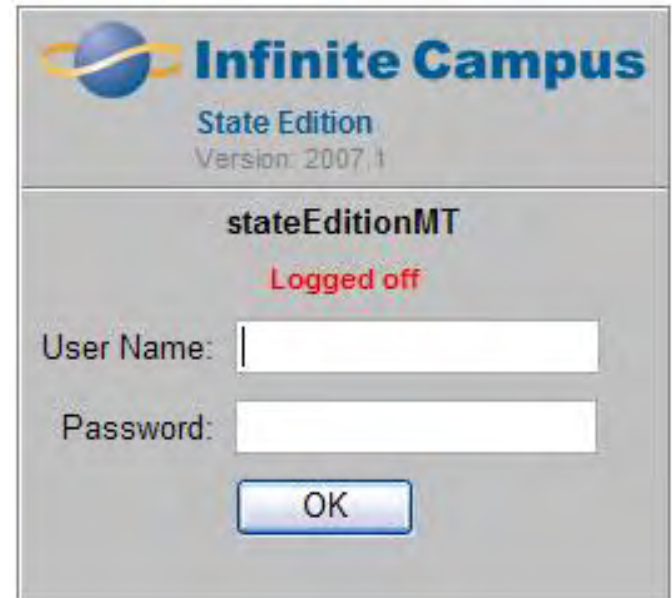
01	American Indian or Alaskan Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

*Note leading zero on race/ethnicity*

## Connecting to AIM (OPI's IC State Edition)

- Web Address (URL):  
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password,  
sent by OPI on Sept 1st

*For training purposes, we  
will use a training site, but  
the steps are all the same.*

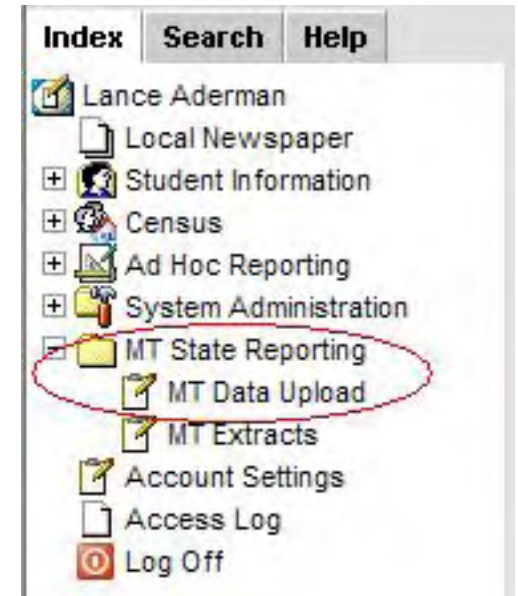


The screenshot shows the login window for Infinite Campus State Edition. At the top, it displays the Infinite Campus logo, the text "State Edition", and "Version: 2007.1". Below this, the window title is "stateEditionMT". A red message "Logged off" is displayed. There are two input fields: "User Name:" and "Password:". Below the password field is an "OK" button.

# MT State Reporting > Data Upload

Steps involved:

1. Upload file, check and validate file and format.
2. Edit/clean up data.
3. Upload cleaned file
4. Download State ID file.



# Upload and Validate

## State Data Import

This tool can import campus state data files.

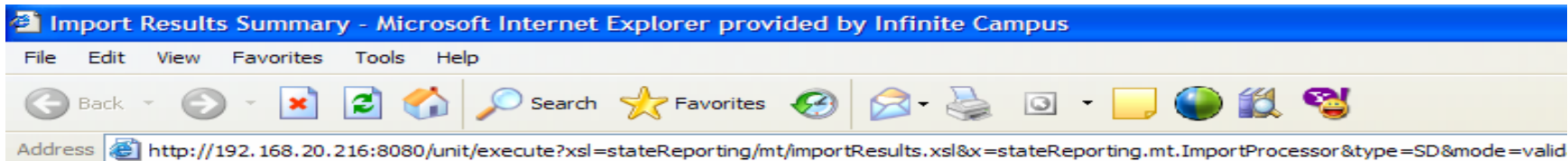
### Import Options

Import Type  ▼

Work to Perform  ▼

File

# Error Results



## Results:

File Name: 6001\_09072006.tsv  
 Processing Started Time: Wed Sep 06 11:03:13 CDT 2006.  
 Processing Finished Time: Wed Sep 06 11:03:13 CDT 2006.  
 Total Time To Process File: 0 seconds.

0 Records Inserted.  
 0 Records Changed.  
 0 Records Deleted.  
 0 Records No Changes.

**Error Count:2**

**Warning Count:0**

## Error Detail:

Line Number	Error Message	Content
4	Missing required data in field 'Gender', column 9. Field is required.	
12	Bad data in field 'Race Ethnicity', column 12. The specified value is not valid for the field 'Race Ethnicity'.	1

## Warning Detail:

Line Number	Warning Message	Content
No Warnings		

# Common Errors and Causes

- 4615 Bad data. Unknown district number (0099).  
SD|0099||99999|SMITH|JOHN|T||M|01/01/1991||05||||
- 5409 Missing required data in field 'Gender', column 9. Field is required.
- 6085 Missing required data in field 'Race Ethnicity', column 12. Field is required.
- 6111 Bad data in field 'Birth Date', column 10. The specified value is not valid for the field 'Birth Date'. The expected format for this date field is: MM/DD/YYYY. The valid range for this date field is 01/01/1900 through 06/06/2079.
- Legal entity/district number doesn't match a Montana number.
- No gender entered for a student.
- No race/ethnicity.
- Birthdate does not match MM/DD/YYYY format or is blank.

# Clean Up Tips and Tricks

Microsoft Excel - MT-data-macros.xls

File Edit View Insert Format Tools Data Window Help WebEx Adobe PDF

100% Arial

Reply with Changes... End Review...

K12

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Record Type (SD)	LE#	StateID (Blank)	Local StudentID	Last Name	First Name	Middle	Suffix	Gender	Birth Date	Fill 1 (Blank)	Race/ Ethnicity	Fill 2 (Blank)	Fill 3 (Blank)	Fill 4 (Blank)
2	SD	6001		59803	TINGEY	LOGAN	P		M	08/29/1997		05			
3	SD	6001		59820	SCHWAR	MIRANDA	R		F	06/02/1997		05			
4	SD	6001		59856	LYNDE	ASHER	D			07/22/1999		05			
5	SD	6001		63752	NORLIN	MITCHELL	T		M	11/17/1994		05			
6	SD	6001		64347	JACOBSON	RACHAEL	J		F	06/06/1995		05			
7	SD	6001		64518	MCMURRY	RAVEN	M		F	01/23/1996		01			
8	SD	6001		66797	BEBEE	CLAIRE	J		F	07/06/1994		05			
9	SD	6001		66817	NISWANG	ALEX	M		M	01/02/1994					
10	SD	6001		66869	BROWN	KRISTIN	G		F	12/15/1994		05			
11	SD	6001		66874	ELLIOTT	QUINCY	M		M	08/02/1995		05			
12	SD	6001		67063	MANNING	JOHN	C		M	12/17/1996		01			
13	SD	6001		67229	LJUNGGR	SKYE	M		F	11/14/1993		05			

# Uploading Cleaned Data

## State Data Import

This tool can import campus state data files.

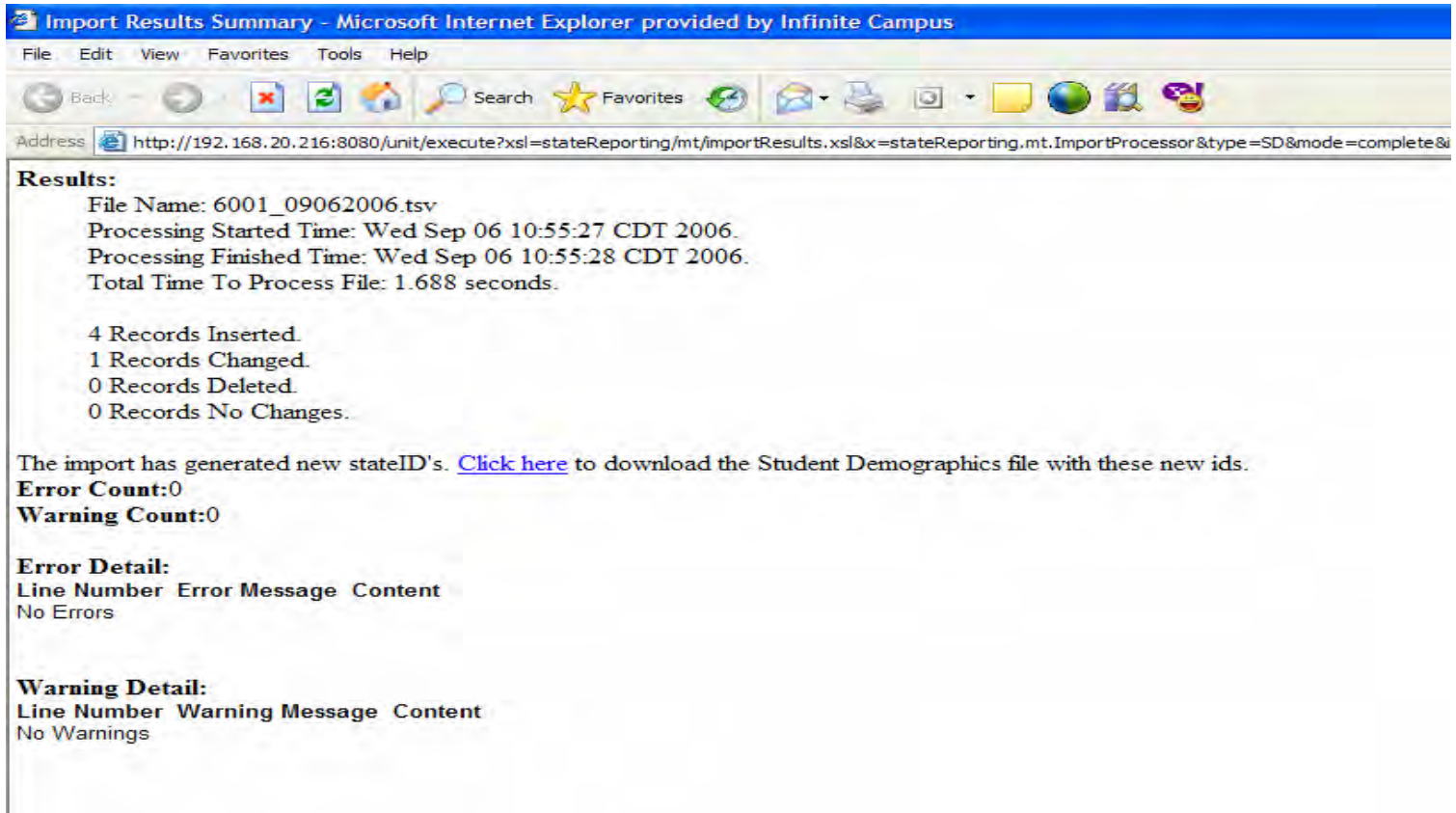
### Import Options

Import Type  ▼

Work to Perform  ▼

File

# Completed Upload File

A screenshot of a Microsoft Internet Explorer browser window. The title bar reads "Import Results Summary - Microsoft Internet Explorer provided by Infinite Campus". The address bar shows a URL: "http://192.168.20.216:8080/unit/execute?xsl=stateReporting/mt/importResults.xsl&x=stateReporting.mt.ImportProcessor&type=SD&mode=complete&". The main content area displays the following information:

**Results:**  
File Name: 6001\_09062006.tsv  
Processing Started Time: Wed Sep 06 10:55:27 CDT 2006.  
Processing Finished Time: Wed Sep 06 10:55:28 CDT 2006.  
Total Time To Process File: 1.688 seconds.

4 Records Inserted.  
1 Records Changed.  
0 Records Deleted.  
0 Records No Changes.

The import has generated new stateID's. [Click here](#) to download the Student Demographics file with these new ids.

**Error Count:**0  
**Warning Count:**0

**Error Detail:**  
Line Number Error Message Content  
No Errors

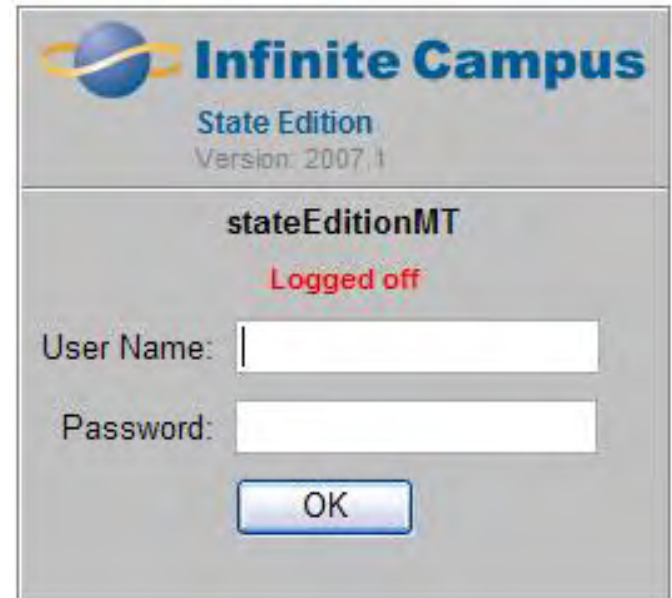
**Warning Detail:**  
Line Number Warning Message Content  
No Warnings

- | ID | Date       | Time      | Name                | Gender | Date         | Age | Date       |
|----|------------|-----------|---------------------|--------|--------------|-----|------------|
| HD | 09/06/2006 | 10:58:19  | MT1.0               |        |              |     |            |
| SD | 6001       | 062051556 | ELLIOTT ALEXANDRIA  | F      | 01/18/1997   | 05  | 09/06/     |
| SD | 6001       | 066920887 | WANDLER ZACHARY E   | M      | 02/28/1995   | 05  | 09/06/2006 |
| SD | 6001       | 068110157 | CLEVELAND RACHEL C  | F      | 11/17/1995   | 05  | 09/06/     |
| SD | 6001       | 063914735 | SCHNEIDER MARISSA S | F      | 07/28/1995   | 05  | 09/06/     |
| SD | 6001       | 068909832 | GALBRAITH VICTORIA  | R      | F 11/26/1994 | 05  |            |

## Connecting to AIM (OPI's IC State Edition)

- Same steps used for the import process
- Web Address (URL):  
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password, sent by OPI on Sept 1st

*For training purposes, we will use a training site, but the steps are all the same.*

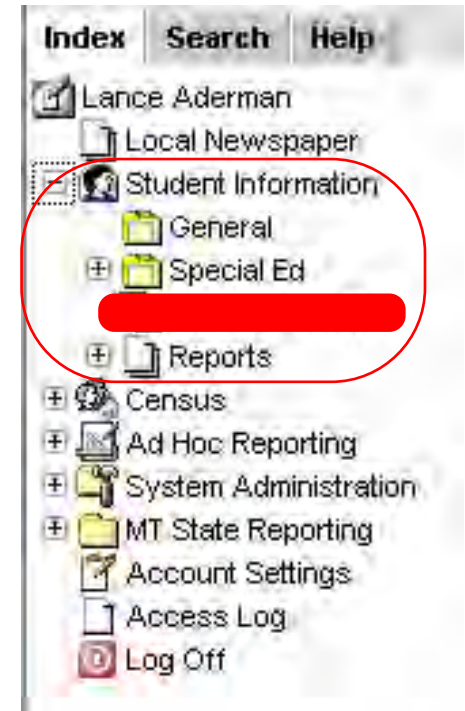


The image shows a screenshot of the Infinite Campus State Edition login window. The window has a title bar with the Infinite Campus logo and text: "Infinite Campus", "State Edition", and "Version: 2007.1". Below the title bar, the text "stateEditionMT" is displayed. Underneath, the status "Logged off" is shown in red. There are two input fields: "User Name:" and "Password:". Below the password field is an "OK" button.

# MT State Reporting > Direct Data Entry

Steps involved:

1. Student Search
2. Create New Student
3. State ID numbers will be housed in AIM system



# Student Locator

- Enter Last Name, First Name and Gender and click Search.
- A list of existing students will appear with percentage of how well they match your criteria.  
**Review carefully.**
- If your student is not found, click Create New Student.
- You will see a warning. Click OK.

### Student Locator

#### Student Search

Search for a student already tracked in Campus using the fields provided, required fields are in red. Select a student

Last Name\*

First Name\*

Gender\*

F

Birth Date

Middle Name

SSN #

State ID

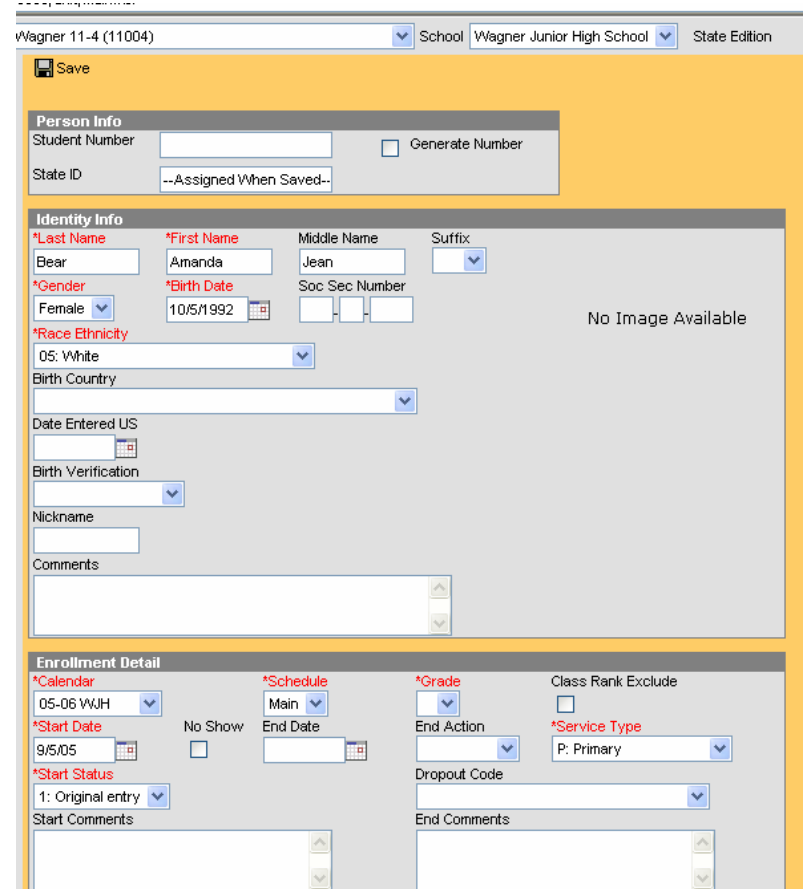
Search---

Name	State ID	Gender	Birth Date	%
Bear, Amanda E	022665876	F	01/29/1994	100
Bauer, Amanda R	029916375	F	09/05/1987	67
Bear Heels, Amanda R	026558399	F	05/18/1990	67
Berry, Amanda R	027017521	F	07/23/1991	67
Beyer, Amanda L	020881418	F	05/17/1992	67
Bury, Amanda Jean	025517622	F	09/08/1986	67
Bury, Amanda L	026833413	F	09/11/1986	67
BAHR, AMUNDA	808683943	F	09/11/1994	33

Create New Student >

# Create New Student

- Select Year, District and School from the dropdown menus
- Enter student Identity Info
- Required fields include:
  - ☐ Last Name
  - ☐ First Name
  - ☐ Gender
  - ☐ Birthdate
  - ☐ Race/Ethnicity
- Enter Enrollment Detail information:
  - ☐ Calendar
  - ☐ Schedule
  - ☐ Grade
  - ☐ Start Date
  - ☐ Service (Primary for most)
  - ☐ Start Status (Original Entry)
- Save



Wagner 11-4 (11004) School Wagner Junior High School State Edition

Save

**Person Info**

Student Number  ☐ Generate Number

State ID --Assigned When Saved--

**Identity Info**

\*Last Name  Bear

\*First Name  Amanda

Middle Name  Jean

Suffix

\*Gender  Female

\*Birth Date  10/5/1992

Soc Sec Number

\*Race Ethnicity  05: White

Birth Country

Date Entered US

Birth Verification

Nickname

Comments

No Image Available

**Enrollment Detail**

\*Calendar  05-06 VJH

\*Start Date  9/5/05

\*Start Status  1: Original entry

\*Schedule  Main

End Date

\*Grade

End Action

Dropout Code

Class Rank Exclude ☐

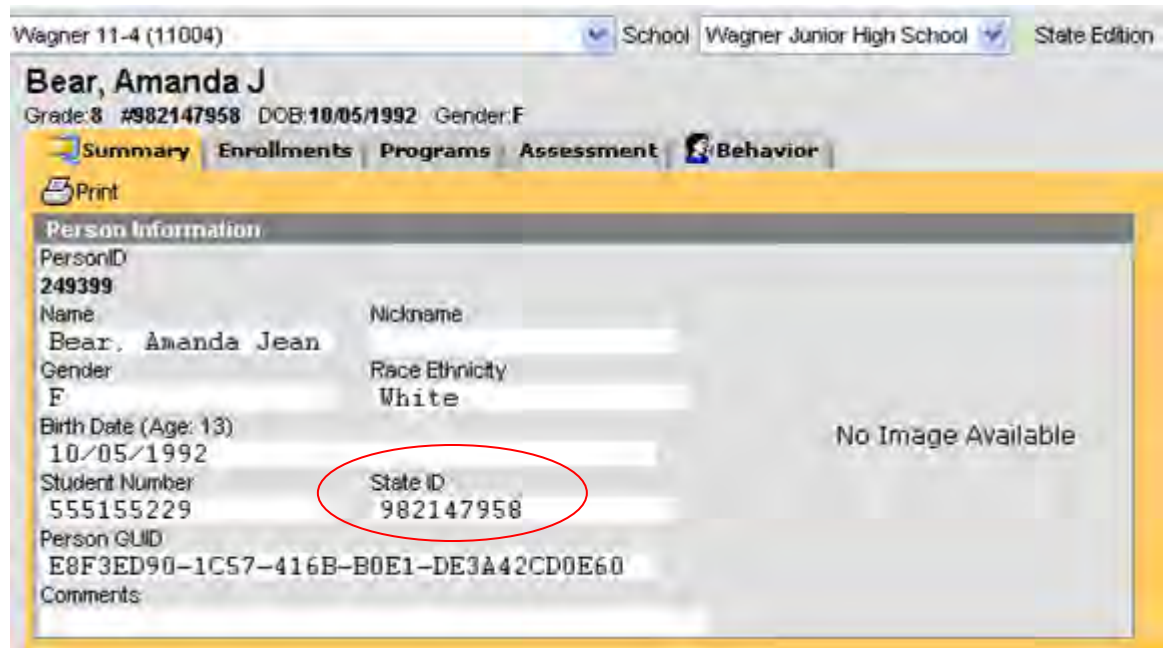
\*Service Type  P: Primary

Start Comments

End Comments

# State ID

- After saving the new student, you will see the student's General Information Summary tab and State ID will be assigned.



Wagner 11-4 (11004) School Wagner Junior High School State Edition

**Bear, Amanda J**  
Grade: 8 #982147958 DOB: 10/05/1992 Gender: F

Summary Enrollments Programs Assessment Behavior

Print

**Person Information**

PersonID	249399		
Name	Bear, Amanda Jean	Nickname	
Gender	F	Race Ethnicity	White
Birth Date (Age: 13)	10/05/1992	No Image Available	
Student Number	555155229	State ID	982147958
Person GUID	E8F3ED90-1C57-416B-B0E1-DE3A42CD0E60		
Comments			